

**LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
JANUARY 14, 2013**

BOARD MEMBERS IN ATTENDANCE

Paul Crosswaith, Anna Eddy, Judy Igielski, Pauline Kruk, Iris Larsson, LeeAnn Manke, Kris Nasinnyk, Maureen O'Connor Lyons, Tony Palermino, Neil Ryan, Diane Stamm, Trudie Walker

BOARD MEMBERS ABSENT

Dennis Doyle, Eric Rothauser, Sue Wright

STAFF

Donna Miller, Library Director
Gail Whitney, Secretary for the Board

STAFF ABSENT

Lisa Masten, Assistant Library Director

TOWN COUNCIL LIAISON

David Nagel

TOWN COUNCIL LIAISON ABSENT

Clarke Castelle

FRIENDS

Philip DesJardins

CALL TO ORDER

The meeting was called to order by Anna Eddy at 7:01 PM.

I. ROLL CALL

II. SECRETARY'S REPORT/COMMUNICATIONS/MINUTES

Judy reported that she sent a get well card to Dennis.

MOTION: Kris Nasinnyk made a motion to accept the minutes of the regular monthly meeting of December 10, 2012, Maureen O'Connor Lyons seconded the motion, and the motion to accept the minutes of the regular monthly meeting of December 10, 2012 was unanimously approved with a 12-0 vote.

III. PUBLIC PARTICIPATION

David Nagel wished everyone a Happy New Year and commented that it was budget season and he looks forward to the Library's input on the budget. He also indicated that some members of the Town Council are confused regarding the Library's expansion so he encouraged the Board to be ready to answer any specific questions the councilors may have.

He commented that the Town Renovation Committee did vote to add two people from the Parks and Recreation Board to sit on the Renovation Committee.

IV. TREASURER'S REPORT

Iris reported that the accountant notified her of a small problem with the IRS regarding a document, but everything has been taken care of.

V. LIBRARY DIRECTOR'S REPORT

Donna reported that the inside front door is not working; the part has been ordered and it should be fixed tomorrow. The doors will function properly for the lock-up process.

Last Friday the Library was inspected for bedbugs and the report was good; there was no indication of bedbugs.

The Library has been featured in a few newspaper articles in the Hartford Courant and the Newington Town Crier. Stories on the Friends looking for new members and the winter reading program were both featured, along with the art display that is presently being shown in the Community Room.

In personnel, Jennifer Bassett was hired for the reference/teen position. There is now a part time children's librarian position open and 88 applications were received. Sue Bethune, who has been with the Library for almost 30 years in cataloguing and reference, has announced that she will be retiring on February 22nd. There will be a small quiet staff party for her.

MOTION: LeeAnn Manke made a motion to purchase a \$50 gift card for Sue Bethune as recognition of her service to the Library, Neil Ryan seconded the motion, all were in favor, and the motion passed unanimously with a 12-0 vote. *Note: later changed to \$100 after Iris looked back at what the Board gave to the previous Circulation Supervisor upon retirement.

VI. ASSISTANT LIBRARY DIRECTOR'S REPORT

Lisa was not in attendance. Donna reported that Lisa was very pleased with a great winter reading kick-off and had 215 register that day, with 330 as of today. Donna distributed registration cards to the Board and said that she would give them to Lisa. The Children's winter reading program sign-up was held on Saturday, January 12th. The winter reading program ends February 15th. Prizes are given out weekly and there will be a grand prize given out on February 15th.

VII. FRIENDS OF THE LIBRARY

Philip DesJardins, vice-president of the Friends, reported that the Friends 3rd Annual Wine, Beer, and Cheese Social is scheduled for January 25, 2013 and some tickets have already been sold; tickets are \$12 prior to event, and \$15 at the door. He had tickets this evening if anyone wanted to purchase them. So far they have over a dozen baskets and door prizes. He asked if the Board wanted to make a donation for this event. **MOTION: Judy Igielski made a motion to donate \$50 to help build another basket, Kris Nasinnyk seconded the motion, all were in favor, and the motion passed unanimously with a 12-0 vote.**

VIII. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

Trudie reported that she reviewed the ByLaws with regard to terminating a Board position and they indicate that each Board member must attend 70% of all meetings. On January 7th Anna sent a letter to Sue Wright asking that she submit her letter of resignation; there has been no response to date. According to the ByLaws the Board may terminate a Board position with a 10-0 vote. **MOTION: Trudie Walker made a motion to terminate Board Member Sue Wright as she has not fulfilled her obligation in her position on the Board in accordance with ByLaws Article 11, Section 3, Maureen O'Connor Lyons seconded the motion, the motion passed unanimously with a 10-0 vote; Kris Nasinnyk abstained.** Anna will write a letter to Sue Wright notifying her of this vote, and thanking her for past dedication to the Board of Trustees. A copy of this letter will be sent to the Town Council and the Republican Town Committee.

B. Investment Committee

Neil reported that he spoke with Carol Pekrul-Miller about meeting on January 30th. Iris indicated she would not be available that date. Neil will contact Carol to reschedule. The quarterly statements should have been received by the time of the meeting.

C. House Committee

Diane reiterated Donna's earlier remarks about the pest control inspection and receiving a good report. The skylight/flashing work has been completed and there have been no leaks. There are four potential companies that are being reviewed with regard to the Lienhard Room project. The shelving in the Teen area was installed last Friday.

D. Facility and Site

1. RFB for Long Range Plan

Maureen reported that Donna has been working with Jeff Baron on the RFP for the Long Range Plan. Donna commented that the original plan was adopted in 2001 with a revision in 2004.

E. Fund Development

1. Legacy Society Donation Envelope

Pauline reported that the committee met and reviewed the envelope adding the website information to the envelope. The committee also approved the bookmark to fit into the envelope. The prototype was distributed to the Board and some comments were made about some minor changes with wording. **MOTION: Pauline Kruk made a motion**

to accept the Legacy Society Donation Envelope prototype with suggested corrections, Judy Igielski seconded the motion, all were in favor, and the motion was passed unanimously with an 11-0 vote. MOTION: Pauline Kruk made a motion to allocate \$259 for the purchase of 1000 donation envelopes, Iris Larsson seconded the motion, all were in favor, and the motion was passed unanimously with an 11-0 vote. MOTION: Pauline Kruk made a motion to print the bookmark in-house and allocate up \$50 for card stock and ink for this printing project, Trudie Walker seconded the motion, all were in favor, and the motion was passed unanimously with an 11-0 vote.

Pauline indicated that the general public needs to be made aware about the Legacy Society and how to donate money. The Legacy Society needs to be promoted more in the Footnotes newsletter. The Hanel event will be celebrating 10 years so publicity on this anniversary and the promotion of the Legacy Society is good timing.

F. Budget

Tony reported that the budget was submitted to the Town Council on January 4th. A meeting is scheduled for Tuesday, January 15th with the Town Manager to discuss the budget. Donna reported that the CIP Committee met last Thursday for informational purposes and discussed the RFID.

G. Technology

Paul reported that the Library will be subscribing to a new magazine service in February called Zinio; over 40 different magazines will be made available to download for free.

A Freeding demonstration will take place on February 12th and 13th.

The monitor for the self-checkout is still on backorder.

Paul asked that if the Board is aware of any type of technology that is of interest to them, to please let him know.

IX. OLD BUSINESS

Judy asked if there was a list of the committee assignments. Donna will email this list to everyone.

X. NEW BUSINESS

1. Staff Appreciation

Anna indicated that a Staff Appreciation event should be scheduled for 2013. The Board discussed holding this event in the fall. Judy volunteered to co-chair this event and handle the invitations.

Anna thanked Neil for volunteering to chair the 5K Race and reminded the Board that this is a Board event. She thanked them for attending this evening's 5K Race

Committee held prior to the Board meeting. She also stated that Kevin Mason is a great facilitator.

Donna asked about the budget for the Hanel event. Iris indicated that when this event was first discussed it was going to be held twice a year at \$3,000; now that it is only held once a year the budget can be up to \$3,000.

XI. PUBLIC PARTICIPATION

Phil DesJardins commented that the Friends Annual Meeting scheduled for June 4th will have Darren Sweeney from NBC Connecticut weather as their guest speaker.

David Nagel stated that he is sad about Sue Wright's termination from the Board, but understands the Board's position on this.

XII. ADJOURNMENT TO GO INTO EXECUTIVE SESSION

MOTION: Maureen O'Connor Lyons made a motion to go into Executive Session, Judy Igielski seconded the motion, and the motion to adjourn into Executive Session was unanimously approved at 8:22 PM with an 11-0 vote.

The Board of Trustees adjourned from Executive Session at 9:00 PM.